

NOTICE OF POSITION VACANCY

OFFICE OF THE CLERK UNITED STATES DISTRICT COURT EASTERN DISTRICT OF LOUISIANA

POSITION: DEPUTY CLERK GENERALIST
Temporary Appointment

APPLICATION DEADLINE: Until filled.

STARTING SALARY: \$ 28,095 TO \$ 34,824 depending on qualifications and experience.

DUTIES: All duties of a deputy clerk of court, as assigned, including: prepare and maintain records of civil and criminal cases and administrative records of the court; prepare statistical reports; issue civil and criminal process in accordance with Federal Rules of Procedure and orders of the court; give notice of orders and judgments issued by the court; certify copies of court records; provide access to records which may require moderate lifting and carrying and provide copies as requested.

QUALIFICATIONS: High school education or higher; at least one year clerical experience or equivalent. Must have excellent typing skills; discharge duties described above; read, comprehend and make summary extracts of documents; deal with the public courteously and effectively; understand and use judgment in following directions; work overtime and outside ordinary working hours when required.

ADDITIONAL REQUIREMENTS INCLUDE:

- knowledge of spelling, punctuation, and grammatical usage;
- the ability to examine documents for accuracy and completeness;
- the ability to maintain accuracy and composure under pressure;
- the ability to express oneself clearly and concisely both orally and in writing.

APPOINTMENT: Full-time position - 40 hours per week

TO APPLY: Application forms are available from 8:30 a.m. - 5:00 p.m., Monday-Friday at the Office of the Clerk, 500 Poydras Street, Rm. C-151, New Orleans, LA 70130 or the court's website at www.laed.uscourts.gov or submit a detailed resume showing education, employment and salary history and a detailed description of duties, performed.

****THE U.S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER****

SEE REVERSE SIDE FOR MORE INFORMATION AND EMPLOYEE BENEFITS

Announcement Date: June 9, 2006

EMPLOYEES OF THE CLERK OF THE UNITED STATES DISTRICT COURT ARE NOT SUBJECT TO REGULATIONS OF THE CIVIL SERVICE COMMISSION. HOWEVER, UNDER THE JUDICIAL SYSTEM THEY ARE ENTITLED TO THE SAME BENEFITS AS OTHER FEDERAL GOVERNMENT EMPLOYEES. SOME OF THE BENEFITS ARE:

13 DAYS OF PAID VACATION PER YEAR FOR THE FIRST 3 YEARS OF EMPLOYMENT. THEREAFTER, 20 TO 26 DAYS PER YEAR DEPENDENT UPON LENGTH OF FEDERAL SERVICE.

MANDATORY PARTICIPATION IN THE FEDERAL EMPLOYEES RETIREMENT SYSTEM.

OPTION TO PARTICIPATE IN HEALTH AND LIFE INSURANCE PROGRAMS.

PROMOTIONS ARE AT THE DISCRETION OF THE COURT BASED UPON JOB CLASSIFICATION, EXPERIENCE AND PERFORMANCE.

10 PAID HOLIDAYS PER YEAR.

WHEN COMPUTING EMPLOYEE LEAVE AND RETIREMENT BENEFITS, TIME IN SERVICE WITH OTHER FEDERAL AGENCIES, AS WELL AS TIME FOR PRIOR MILITARY SERVICE IS TAKEN INTO CONSIDERATION.

ELIGIBILITY FOR BENEFITS VARIES WITH PART-TIME AND/OR TEMPORARY APPOINTMENTS.

THE OFFICE OF THE CLERK PROVIDES CLERICAL SUPPORT AND RECORD KEEPING SERVICES TO THE U.S. DISTRICT COURT FOR THE EASTERN DISTRICT OF LOUISIANA. THE CLERK'S OFFICE PROVIDES BOTH SHORT AND LONG RANGE OPPORTUNITIES FOR THOSE INTERESTED IN A SERVICE CAREER WITH THE UNITED STATES COURTS.

PLEASE NOTE: DUE TO THE GREAT NUMBER OF APPLICATIONS GENERALLY RECEIVED FOR POSITION VACANCIES, WE REGRET THAT ONLY THOSE APPLICANTS INTERVIEWED WILL BE NOTIFIED OF OUR HIRING DECISION.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER PROGRAM PARTICIPATION FOR PAYMENT OF NET PAY.

EMPLOYMENT SUBJECT TO SATISFACTORY CRIMINAL BACKGROUND CHECK.